



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Patient Registration (AG)

Patch 1 Addendum

**Version 7.0
Patch 1
May 2003**

**Information Technology Support Center
Division of Information Resources
Albuquerque, New Mexico**

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1.0 Introduction

Please review these changes and add a copy of them to any printed documentation your site may be using for Patient Registration v7.0. These changes will be integrated into future versions of the software and user manual and will no longer be considered an addendum at the time of the next release.

Patch 1 of Patient Registration v7.0 contains the following changes:

- Two new registration parameters (23 and 24) were added. The parameters control the new “Race:, Number in Household:, and Total Household Income:” fields (section 2.1).
- There has been a change made to the Emergency Contact field (section 2.2).
- Users can view and edit the policy holder’s address directly from the Private Insurance page (section 2.3).
- Page 2 of a patient’s information has been altered to enhance its usability and readability (section 2.4).
- There are several HIPAA related privacy changes, including (section 2.5):
 - New warning notices
 - There are three new HIPAA fields on page 9
- There is a new Restricted Health Information report (section 2.6).
- You will have the ability to delete coverages on the Medicare, Medicaid, and Railroad Retirement pages (section 2.7).
- The Medicaid Reports can now be restricted by plan name (section 2.8).
- The system will now allow you edit the address and home phone number in the policy holder file on the Private Insurance page (section 2.9).
- The “Message Phone” field has been renamed to the “Other Phone” field and will now allow up to 60 characters (section 2.10).

2.0 Patch 1

2.1 New Registration Parameters

Two new registration parameters were added. The parameters control the new “Race:, Number in Household:, and Total Household Income:” fields. These parameters must be set during the patch installation process, as post init functions.

The first parameter, “Disp Race,# Hshld, Hshld Inc:” allows you to decide if you want to display and edit the “Race, # in Household and Total Household Income” fields on Page 2 of the registration editor. If you answer NO, then the fields will not display on Page 2.

The second parameter, “Prnt Race,# Hshld, Hshld Inc:” allows you to decide if you want to print the information on the patient’s face sheet. If you answer NO, then the “Race, # In Household, and Total Household Income” fields in addition to data contained in those fields will NOT print on the face sheet.

1. To access these new prompts, type **MSTR** at the “Select IHS Kernel Option:” prompt.
2. Type **OPT** at the “Select Patient registration Option:” prompt.
3. Type the name of your facility at the “Select Registration Parameters Site Name:” prompt.

```
Select IHS Kernel Option: MSTR Patient registration

*****
*
*      INDIAN HEALTH SERVICE      *
*  PATIENT REGISTRATION SYSTEM  *
*    VERSION 7.0, MAR 28, 2003   *
*
*****

DULCE HEALTH CENTER

*** NOTE:  IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
          *** HEALTH INFORMATION ***

PTRG  Patient Registration ...
AGX   Registration data- prepare for export ...
OPT   Set Registration OPTIONS
SIT   Reset Default Facility
TM    Table Maintenance Menu ...
1600  1600 REQUEST
SAMP  PATIENT File Random Sampler ...
SSN   SSN Reports Menu ...
```

```

Select Patient registration Option: OPT Set Registration OPTIONS

                                PATIENT REGISTRATION

                                DULCE HEALTH CENTER

                                Set Registration OPTIONS

*** NOTE: IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
*** HEALTH INFORMATION ***

Select REGISTRATION PARAMETERS SITE NAME: DULCE HEALTH CENTER      IHS  202810
ALBUQUERQUE      JICARILLA      10
...OK? Yes// [RET] (Yes)

SITE NAME: DULCE HEALTH CENTER//
Ask for TRIBAL BLOOD QUANTUM: YES//
Ask TRIBAL ENROLLMENT NUMBER: YES//
Ask for OTHER NAMES: YES//
Ask for MEDICAID DATA: YES//
Ask for PRIVATE INSURANCE DATA: YES//
Ask DIRECTIONS TO PAT.'S HOME: YES//
Ask for NEXT OF KIN: YES//
Ask for OTHER TRIBES: YES//
Ask for ADDITIONAL REG. INFO.: YES//
Add extra IDENTIFIERS to SCAN: YES//
DECEASED PATIENTS in look-ups: NO//
Limited DOB editing: NO//
Print ADDITIONAL INFO: YES//
Prnt how many ADDIT INFO lines: L3//
Disp RACE,# HSHLD,HSHLD INC: NO//
Prnt RACE,# HSHLD,HSHLD INC: NO//

```

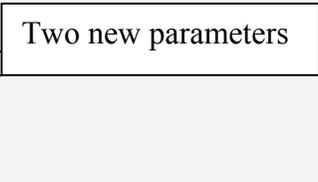


Figure 2-1: Selecting the new prompts

2.2 Emergency Contact Field Change

The Emergency Contact field has changed. On page 3 of the Add/Edit Patient options, if the Emergency Contact's address and phone number are the same as the patient's, you can now type **SAME** at the "EC Address- Street" field and the system will automatically populate the address and phone number fields.

- If the Emergency Contact's information is the same as the patient's, type the EC's name in line 1, then type **SAME** in line 4.

```
IHS REGISTRATION EDITOR (page 3)                                DULCE HEALTH CENTER
=====
TORRES,J                (updated:MAR 25, 2003)HRN#:345678(CHS & DIRECT)
=====
                        Emergency Contact/Next of Kin
--- Emergency Contact Data ---
1.      EMERGENCY CONTACT : TORRES,JANE
2.      EC PHONE :
3.      EC RELATIONSHIP :
4.      EC ADDRESS-STREET :
5.      EC ADDRESS-CITY :
6.      EC ADDRESS-STATE :
7.      EC ADDRESS-ZIP :
--- Next of Kin Data ---
8.      NEXT OF KIN :
9.      NOK PHONE :
10.     NOK RELATIONSHIP :
11.     NOK- ADDRESS-STREET :
12.     NOK ADDRESS-CITY :
13.     NOK ADDRESS-STATE :
14.     NOK ADDRESS-ZIP :
=====
CHANGE which item? (1-14) NONE// : 4

(If the Emerg. Contact address is the patient's, enter SAME)
EC ADDRESS-STREET: SAME
```

Type **SAME**, at the "EC Address-Street." prompt and the system will auto populate the fields with the Patient's address information.

```
IHS REGISTRATION EDITOR (page 3)                                DULCE HEALTH CENTER
=====
TORRES,J                (updated:MAR 25, 2003)HRN#:345678(CHS & DIRECT)
=====
                        Emergency Contact/Next of Kin
--- Emergency Contact Data ---
1.      EMERGENCY CONTACT : TORRES,JANE
2.      EC PHONE : 520-555-5555
3.      EC RELATIONSHIP :
4.      EC ADDRESS-STREET : 123 Main Street
5.      EC ADDRESS-CITY : Ankorage
6.      EC ADDRESS-STATE : Alaska
7.      EC ADDRESS-ZIP : 87107
--- Next of Kin Data ---
8.      NEXT OF KIN :
9.      NOK PHONE :
10.     NOK RELATIONSHIP :
11.     NOK- ADDRESS-STREET :
12.     NOK ADDRESS-CITY :
13.     NOK ADDRESS-STATE :
14.     NOK ADDRESS-ZIP :
=====
CHANGE which item? (1-14) NONE// :
```

Figure 2-2: Typing same for the EC address

2.3 Direct Address Viewing/Editing

On the Private Insurance page, an additional action is available through the menu options at the bottom of the screen. You can view and edit the policyholder's address directly from the Private Insurance page (it does update the policy holder file, so changes here change all of the related policy holder address references).

1. To edit/view the policy holder's address, type V at the "ENTER ACTION (<E>dit Data,<A>dd Member,<D>elete Member,<V>iew/Edit PH Addr):" prompt.
2. Then type the line you would like to edit at the "CHANGE which item? (1-5):" prompt.

```

IHS REGISTRATION EDITOR          Private Insurance          DULCE HEALTH CENTER
=====
TORRES,J                        (upd:MAR 26, 2003) HRN#:345678    (CHS & DIRECT)
=====
1) Policy Holder.: TORRES,J      | 5) Grp Name: the group
2) Policy or SSN.: 000000000     |   Group No: 123456
3) Effective Date: 3/26/2003    | 6) Coverage:
4) Expire Date...: 3/26/2003   | 7) CCopy:
-----INSURER-----          -----CERTIFICATION INFO-----
BC OF IOWA                      | 8) Pre-Cert No...:
  636 GRAND AVE                 |
  DES MOINES, IA 50307          |
  (515)-245-4500                |   Ins. Type: P
-----HOLDER'S DEMOGRAPHICS----- | -----HOLDER'S EMPLOYER INFO-----
11) Sex.: MALE                  | 13) Status..: UNKNOWN
12) DOB.: 12/12/1912           | 14) Employer:
-----Policy Members-----PC-----Member #-----HRN-----Rel-----From/Thru-----
15) TORRES,J                    halt                345678    SELF        3/26/2003-3/26/2003
=====
ENTER ACTION (<E>dit Data,<A>dd Member,<D>elete Member,<V>iew/Edit PH Addr): V
=====
POLICY HOLDER : TORRES,J
1.  HOLDER'S ADDRESS - STREET :
2.  HOLDER'S ADDRESS - CITY :
3.  HOLDER'S ADDRESS - STATE :
4.  HOLDER'S ADDRESS - ZIP :
5.  HOLDER'S TELEPHONE NUMBER :
=====
CHANGE which item? (1-5) NONE// :

```

Figure 2-3: Editing through the Private insurance page

2.4 Enhanced Readability

On Page 2 of a patient’s information, some separator lines have been added to help make the page more readable. Also, the Blood Quantum and Tribe Quantum fields have been moved to the same line only if the “Race, Number in Household and Total Household Income” fields display on the same page.

```

IHS REGISTRATION EDITOR (page 2)                                DULCE HEALTH CENTER
=====
TORRES,J                (upd:MAR 25, 2003) HRN#:345678        (CHS & DIRECT)
=====
                        Religion/Tribal Data/Employment
1.    RELIGIOUS PREFERENCE :
2.    CLASSIFICATION/BENEFICIARY : INDIAN/ALASKA NATIVE
3.    TRIBE OF MEMBERSHIP : ALAKANUK VILLAGE
4.    TRIBE QUANTUM : FULL
5.    INDIAN BLOOD QUANTUM : FULL
6.    TRIBAL ENROLLMENT NO. :
7.    OTHER TRIBE : * NONE LISTED *
=====
8.    FATHER'S NAME :
9.    MOTHER'S MAIDEN NAME :
=====
10.   EMPLOYER NAME :
11.   SPOUSE'S EMPLOYER NAME :
12.   FATHER'S EMPLOYER NAME :
13.   MOTHER'S EMPLOYER NAME :
14.   RACE :
15.   NUMBER IN HOUSEHOLD :
16.   TOTAL HOUSEHOLD INCOME :
=====
CHANGE which item? (1-16) NONE//:
    
```

Figure 2-4: Relocated fields

2.5 New HIPAA Related Privacy Fields

2.5.1 New Notice

When you log into Patient Registration, you will see a notice on the screen as shown in bold in Figure 2-5.

```

                                PATIENT REGISTRATION

                                DULCE HEALTH CENTER

                                Patient registration

*** NOTE: IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
*** HEALTH INFORMATION ***
    
```

```

PTRG  Patient Registration ...
AGX   Registration data- prepare for export ...
OPT   Set Registration OPTIONS
SIT   Reset Default Facility
TM    Table Maintenance Menu ...
1600  1600 REQUEST
SAMP  PATIENT File Random Sampler ...
SSN   SSN Reports Menu ...
    
```

Figure 2-5: New HIPAA notice

2.5.2 Restricted Health Information Warnings

If you select a patient that has *Approved* Restricted Health Information, you will see a warning as shown in Figure 2-6.

```

                                PATIENT REGISTRATION

                                DULCE HEALTH CENTER

                                EDIT a patient's file

*** NOTE:  IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED
*** HEALTH INFORMATION ***

Select PATIENT NAME:
  DEMO,P.                                F 08-15-1945 246339786
This patient has Restricted Health Information
There are patients on file with TEMPORARY CHART NUMBERS.

Please print the list of these patients and supply the missing data.

Press the RETURN key to continue.  :
    
```

This line will appear in reverse video and wi

Figure 2-6: Displaying RHI

If you choose a patient with an *approved* RHI, you will see the patient's name in reverse video with the notation (RHI) blinking next to it (Figure 2-7).

```

IHS REGISTRATION EDITOR  (page 1)                                DULCE HEALTH CENTER
=====
DEMO,P. (RHI) (1-MAY-05-2003) 101099
=====
1.  ELIGIBILITY STATUS : CH
2.  DOB : AU
3.  CITY OF BIRTH : AL                                4.ST : NM
5.  SEX : FEMALE
6.  SSN : 246339786(Not yet verified by the SSA)
7.  MARITAL STATUS :
8.  CURRENT COMMUNITY : BERNALILLO
    
```

If RHI is blinking, the patient record contains restricted health information

```

-----
9. MAILING ADDRESS-STREET : P.O. BOX 2534
10. STREET ADDRESS [LINE 2] :
11. STREET ADDRESS [LINE 3] :
12. MAILING ADDRESS-CITY : ALBUQUERQUE                13. ST : NM
14. MAILING ADDRESS-ZIP : 87023
15. LOCATION OF HOME : LOCATION OF HOME CONTAINS DATA
-----
16. HOME PHONE : 505-255-3863
17. OFFICE PHONE : 505-342-5897
18. OTHER PHONE :
=====
CHANGE which item? (1-18) NONE//:

```

Figure 2-7: Displaying the blinking RHI warning

2.5.3 New Fields

Page 9 has three new HIPAA related fields. These new fields are 10, 11, and 12 (see Figure 2-8).

```

IHS REGISTRATION EDITOR (page 9)                DULCE HEALTH CENTER
-----
DEMO, P. (RHI)                (upd:MAY 05, 2003)  HRN#:101099  (CHS & DIRECT)
-----
                CHS Eligibility & Document Summary
1. REASON FOR CHS & DIRECT :
-----
2. STATUS OF MEDICAL RECORD :
3. PROOF OF NAME CHANGE :
4. PRIVACY ACT :
5. OTHER LEGAL DOCUMENTS :
-----
6. IMPORTANT MESSAGE FROM MEDICARE :
7. RELEASE OF INFORMATION :
8. ASSIGNMENT OF BENEFITS :
-----
9. REFERRED TO BEN. COORDINATOR :
10. NOTICE OF PRIVACY PRACTICES (NPP) REC'D BY PATIENT : YES  DATE:04/14/2003
11. ACKNOWLEDGEMENT OF RECEIPT OF NPP SIGNED : NO
    REASON: PATIENT UNABLE TO TRAVEL
12. RESTRICTED HEALTH INFORMATION : APPROVED
-----
CHANGE which item? (1-12) NONE// :

```

Figure 2-8: Using the HIPAA fields

New Field #10

1. If you select field #10, type YES or NO at the "Was NPP Rec'd by Patient?:" prompt. NPP is an acronym for Notice of Privacy Practices form.
2. Type the date you gave the patient the NPP form at the "Date:" prompt.

```

WAS NPP REC'D BY PATIENT ?: YES
DATE:

```

Figure 2-9: Using new field #10

New Field #11

1. If you select field #11, type YES or NO at the "Acknowledgment Signed?" prompt.
2. If you type NO, you will need to specify why the patient was not able to sign the acknowledgement form at the "Reason." prompt.

```

ACKNOWLEDGEMENT SIGNED ?: NO
REASON:

```

Figure 2-10: Using new field #11

New Field #12

If you select field #12, and the patient has a history in the Restricted Health Information file, you will see an entry for each Restricted Health Info reason that has been entered with the patient's name, current status of the reason, and the date it was entered into the system as seen in Figure 2-11.

```

# Patient          Current      Status
  Name            Status        Entered on

1 DEMO,P.          A            04/25/2003
KEEP INFO FROM MY RELATIVES

2 DEMO,P.          A            04/24/2003
DON'T WANT LAWYERS TO SEE MY INFO - THIS IS A TEST TO SEE HOW THE REPORT LOOKS**

Select 1 - 2 ( Press ENTER to add a new record or "^" to exit ) :

```

Figure 2-11: Using new field #12

You can then choose to enter a new reason if necessary as shown in Figure 2-12.

```

RESTRICTED HEALTH INFORMATION: My sister works in Radiology and I don't want her
to see my records.
STATUS CODE: p PENDING
PENDING DATE: 5/1/03 (MAY 01, 2003)

```

Figure 2-12: Entering a new reason

When you return to page 9, the field will be updated with the most current *approved* info in the Patient's Restricted Health Information file. If there are no *approved* reasons, the most current reason entered into the file will display.

2.6 New Restricted Health Information Report (RHI1)

The new Restricted Health Information report is located in the Patient Registration Reports menu under RHI1. This report will ask you for a beginning and ending date and will print a report of the reasons for Restricted Health Information sorted by the date the record was entered and the user that entered the reason.

1. To run the RHI report, type **RPT** at the "Select Patient Registration Option:" prompt located in the Patient Registration main menu.
2. Type **RHI1** at the "Select Registration Reports Option:" prompt.

```

                                PATIENT REGISTRATION
                                DULCE HEALTH CENTER
                                Patient Registration

*** NOTE:  IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
                                *** HEALTH INFORMATION ***

ADD      ADD a new patient
EPT      EDIT a patient's file
FAC      Print a FACE SHEET
NON      Enter NON-MANDATORY new patient information
NAM      CORRECT the patient's NAME
CHR      EDIT the patient's CHART NUMBER.
INA      INACTIVATE/ACTIVATE a patient's file
RPT      REGISTRATION REPORTS ...
VIEW     View patient's registration data
DEL      DELETE a patient's Health Record Number
REV      Review and edit DECEASED or INACTIVE patient files
EMB      Print an EMBOSSED CARD
SCA      SCAN the patient files ...
THR      Third Party Billing Reports ...
IND      Print tub-file INDEX cards ...
LBL      LABELS menu ...
PAG      Edit one of the Patient's PAGEs ...
FIE      print Face sheet, Index card, Embossed card

Select Patient Registration Option: RPT  REGISTRATION REPORTS

                                PATIENT REGISTRATION
                                DULCE HEALTH CENTER
                                REGISTRATION REPORTS

*** NOTE:  IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
                                *** HEALTH INFORMATION ***

```

```

ALP    print REGISTERED PATIENTS ALPHABETICALLY
CHR    print REGISTERED PATIENTS by CHART NUMBER
ENT    print all patients in ENTIRE DATA BASE
COM    Print list of COMMISSIONED OFFICERS & DEPENDENTS
INV    print INVALID DATA ENTRIES - PATIENT FILES
DAI    REGISTRATION DAILY ACTIVITY REPORTS
LOC    print LOCATON OF PATIENT'S HOME
MCR    Print list of MEDICARE/RAILROAD RET. holders.
MCRA   Print List of Medicare Part A Enrollees
MCRB   Print List of Medicare Part B Enrollees
ADD    print ADDITIONAL REGISTRATION INFORMATION
MCD    Print lists of MEDICAID ACCOUNTS ...
TEM    Print patients with TEMPORARY CHART NUMBERS
BLO    BLOOD QUANTUM Statistical Reports ...
OVE    Print list of patients - 65 yrs and older
DOB    List patients in DATE-OF-BIRTH order
VET    VETERANS
PVT    PRIVATE INSURANCE
SSN    SSN Reports Menu ...
RHI1   HIPAA-Restricted Health Info by Dt entered,user
BCC    BLANK COMMUNITY/CITY REPORT
STD    Check format of Names

```

Press 'RETURN' to continue, '^' to stop: **[RET]**

Select REGISTRATION REPORTS Option: **RHI1** HIPAA-Restricted Health Info by Dt entered,user

Figure 2-13: Running the RHI1 report (steps 1-2)

3. Type the beginning date at the “Please Enter a Beginning Date of Entry:” prompt.
4. Type the ending date at the “Please Enter an Ending Date of Entry:” prompt.
5. Type the name of a print device or you can choose to display the report onscreen by typing HOME at the “Output Device:” prompt.

```

                PATIENT REGISTRATION
                DULCE HEALTH CENTER

                HIPAA-Restricted Health Info by Dt entered,user

Please enter a beginning Date Of Entry. : T-30
Please enter an ending Date Of Entry. : T
Output DEVICE: HOME//

```

Figure 2-14: Running the RHI1 report (steps 3-4)

6. Figure 2-15 displays an example of the RHI1 report.

```

*** RESTRICTED HEALTH INFORMATION REPORT ***           Page 1
      RUN DATE/TIME : 05/12/2003  14:38

BEGINNING ENTRY DATE: APR 12, 2003
ENDING ENTRY DATE:   MAY 12, 2003

PERSON          DATE OF          MR#          STATUS  REQUEST INFO
ENTERING        ENTRY              ---          -
-----        -
ADAM, ADAM      04/24/2003    101099      P       DON'T WANT LAWYERS TO SEE MY INFO
- THIS IS A TEST TO SEE HOW THE RE
PORT LOOKS**

ADAM, ADAM      04/24/2003    10810       P       DON'T WANT MY RELATIVES TO KNOW AB
OUT MY HEALTH RECORD

ADAM, ADAM      04/24/2003    101099      A       DON'T WANT LAWYERS TO SEE MY INFO
- THIS IS A TEST TO SEE HOW THE RE
PORT LOOKS**

Enter RETURN to continue or '^' to exit:
    
```

Figure 2-15: Example of the RHI report

2.7 Delete Medicare, Medicaid, and Railroad Coverage

This feature restores an option that was lost in Patient Registration v6.0 patch 17. Authorized users will have the ability to delete coverages on the Medicare, Medicaid, and Railroad Retirement pages (through the edit options). This option is locked with the AGZMGR security key.

Deleting Medical Coverage

1. To delete a patient’s existing Medicaid, Medicare, and Railroad coverage, type E at the “Enter S(equence), A(dd), E(dit), T(oggle seq category):” prompt.
2. If the patient has more than one insurer/coverage listed, you will be asked to specify which one you wish to delete at the “Enter the insurer number you want to edit.” prompt.

```

IHS REGISTRATION EDITOR  (page 4)                                DULCE HEALTH CENTER
=====
TORRES, J                (upd:MAR 26, 2003) HRN#:345678    (CHS & DIRECT)
=====
                        MEDICAL COVERAGE
-----
SEQ      INSURER          COVERAGE TYPE          ELIG BEGIN - ELIG END
        SUBSCRIBER          POLICY NUMBER
=====
    
```

```

*** PATIENT HAS NO CATEGORIES SET UP ***
1      MEDICARE
      444333555A
2      MUTUAL OF OMAHA
      TORRES,J      258645789      01/01/2001      03/26/2003
=====
Enter S(equence), A(dd) insurer, E(edit) insurer, T(oggle seq category) : E

IHS REGISTRATION EDITOR (page 4)
=====
TORRES,J      (upd:MAR 26, 2003) HRN#:345678      (CHS & DIRECT)
=====
MEDICAL COVERAGE
-----
SEQ      INSURER      COVERAGE TYPE      ELIG BEGIN - ELIG END
      SUBSCRIBER      POLICY NUMBER
-----
1      MEDICARE
      444333555A
2      MUTUAL OF OMAHA
      TORRES,J      258645789      01/01/2001      03/26/2003
=====
Enter the insurer number you want to edit. : 1
    
```

Figure 2-16: Deleting coverage (steps 1 and 2)

3. Type D at the “(Edit = "E" Add = "A" Delete = "D") Type E, A, or D:” prompt.
4. Type Y at the “Are you sure you want to Delete the Complete record? (Y/N)” prompt.
5. The system will display The COMPLETE eligibility record has been deleted.

```

IHS REGISTRATION EDITOR      MEDICARE      DULCE HEALTH CENTER
=====
TORRES,J      (upd:MAR 26, 2003) HRN#:345678      (CHS & DIRECT)
=====
1.MSP Patient(Y/N) :      Date signature obtained:
  MSP Reason      :
2.QMB/SLMB      :
3.Med. Release Date: MAR 25, 2003
.....
4.Medicare Name : TORRES,J      5.Medicare Number: 444333555A
  6.Prim. Care Prv:      7.Date of Birth : DEC 12, 1912
  8.CC on file      :
.....
      ELIG DATE BEGIN      (updated)      Coverage      ELIG END
.....
    
```

```
(Edit = "E"  Add = "A"  Delete = "D")  Type E, A, or D: D
Are you sure you want to DELETE the COMPLETE record ? (Y/N) ? NO// Y
The COMPLETE eligibility record has been deleted
```

Figure 2-17: Deleting coverage (steps 3-5)

2.8 Additional Report Restrictions

The Medicaid Reports (PTRG--> RPT--> MCD) can now be restricted by plan name. There are four reports, but they all act the same. There is one additional prompt that appears (Figure 2-20) that asks you what plan you wish to print for. This is a *one/many/all* prompt, with a default of ALL. If you want to print a list of Medicaid accounts that do not have a plan specified, you can type NONE at the first plan prompt—the NONE option cannot be run with other plans, however). The selection of plans, even multiple ones, does not affect the way the report is sorted. This new function allows you to limit Medicaid reports to one or more Medicaid plans.

How to Use

There are three steps to printing a Medicaid report.

```

PATIENT REGISTRATION
DULCE HEALTH CENTER
Print lists of MEDICAID ACCOUNTS

ALP  Print list of MEDICAID HOLDERS alphabetically
COU  Print list of MEDICAID HOLDERS by county
COM  Print list of MEDICAID HOLDERS by community
NUM  Print list of MEDICAID ACCOUNTS by account number

Select Print lists of MEDICAID ACCOUNTS Option: █
```

Figure 2-18: Printing a List of Medicaid Accounts Step 1

Step 1: Type ALP, COU, COM, or NUM at the “Select Print Lists of Medicaid Accounts Option:” prompt, depending on the criteria you wish to sort your report by.

```

PATIENT REGISTRATION
DULCE HEALTH CENTER

Print list of MEDICAID HOLDERS alphabetically

Select one of the following:

A      ALL ACCOUNTS (all patients)
O      OPEN ACCOUNTS (anyone with coverage in date range)
T      TERMED ACCOUNTS (people termed in range)
C      CURRENT ACCOUNTS (anyone covered at this time)

Select desired accounts: █

```

Figure 2-19: Printing a List of Medicaid Holders Step 2

Step 2: Type A, O, T, or C at the “Select desired accounts:” prompt, depending on what type of accounts you want to include in your report/list.

If you typed A or C, your report will begin printing. If you typed O or T, enter the start and end dates for the coverage date range at the appropriate prompts.

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PATIENT REGISTRATION
DULCE HEALTH CENTER

Print list of MEDICAID HOLDERS alphabetically

Select one of the following:

A      ALL ACCOUNTS (all patients
O      OPEN ACCOUNTS (anyone with
T      TERMED ACCOUNTS (people termed in range)
C      CURRENT ACCOUNTS (anyone covered at this time)

Select desired accounts: a ALL ACCOUNTS (all patients)
Select PLAN NAME (or NONE for entries without a plan name): ALL//

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New prompt

Figure 2-20: Restricting the MCD reports

Step 3: Type the Select PLAN NAME (or NONE for entries without a plan name):

2.9 Auto Populate Fields

On the Private Insurance page, the system will now allow you edit the address and home phone number in the policy holder file.

2.10 Field Change

The Message Phone field (Field #18 on page 1) has been changed to the “Other Phone” field. This field now allows the user to enter up to 60 alpha-numeric characters. For example, if a patient has a message phone and a cell phone, you can now enter MSG: (204) 872-8144 ext-4444 , Cell: (505) 296-2222 in this field.

3.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the ITSC Help Desk by:

Phone: (505) 248-4371 or
(888) 830-7280

Fax: (505) 248-4199

Web: <http://www.rpms.ihs.gov/TechSupp.asp>

Email: ITSCHelp@mail.ihs.gov